

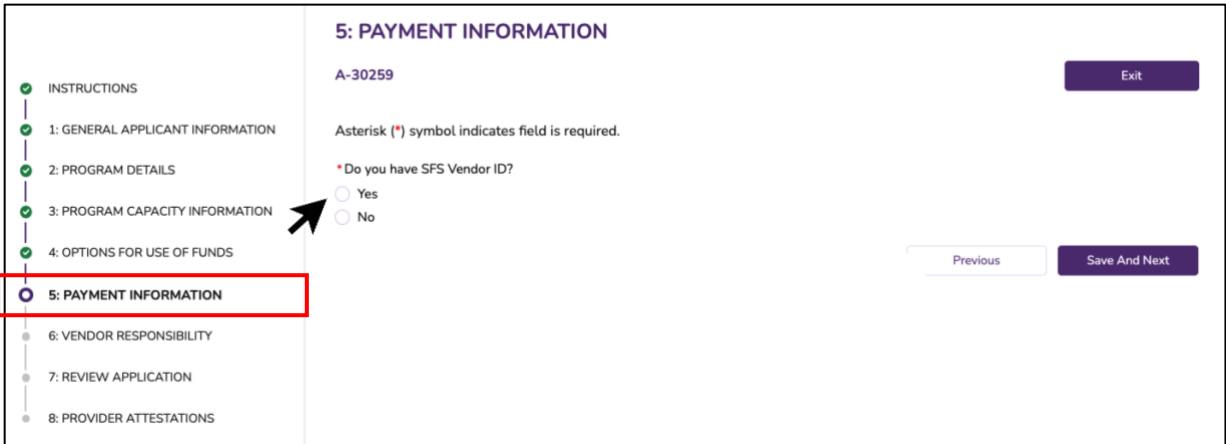
# Step 5: Payment Information

This user guide shows how to complete *Step 5: Payment Information* in the *Invest in NY - Child Care Deserts Grant* application. There are **two options** for Step 5, one for Statewide Financial System (SFS) Vendors and one for non-SFS Vendors.

[SFS Vendor ID Entry \(SFS Vendors Only\)](#)  
[Non-SFS Vendor ID W9-Form Submission](#)

## SFS Vender ID Entry (For established SFS Vendors Only)

1. **Select Yes** for the question, “Do you have an SFS Vendor ID?”



The screenshot shows a vertical navigation menu on the left with steps 1 through 8. Step 5, '5: PAYMENT INFORMATION', is highlighted with a red box. An arrow points from this box to the main content area. The main content area is titled '5: PAYMENT INFORMATION' and includes a sub-header 'A-30259', a note 'Asterisk (\*) symbol indicates field is required.', and a question '\* Do you have SFS Vendor ID?' with radio button options for 'Yes' and 'No'. Other buttons visible include 'Exit', 'Previous', and 'Save And Next'.

2. **Type in your 10-digit SFS Vendor ID** into the field. You may move ahead to application Step 6 by **clicking on the Save And Next** button.



This screenshot shows a close-up of the 'SFS Vendor ID' field. The question '\* Do you have SFS Vendor ID?' is at the top with 'Yes' selected. Below it is a text input field for the ID. A blue tooltip box points to the field with the text: 'The SFS ID has 10 digits and no letters. Please be sure to review your entry for correctness. Incorrect entries could delay the issuance of any grant funds.' The 'Save And Next' button is highlighted with a red box and an arrow.



## Non-SFS Vendor ID W9-Form Submission

This step for providers who do not have an SFS ID. Providers will be required to submit a W9 form which will begin the process of establishing your facility as an SFS-Vendor if **a grant award is made**. After receiving notice of an award, providers will receive an email with their new SFS ID with instructions on how to use your account.

1. **Select No** for the question, “Do you have an SFS Vendor ID?”

- If your registered Legal Business Name is **NOT on record with OCFS or NYC DOHMH**, you will see this message below to obtain a Legal Business Name and submit the W9 form prior to any final approval award being issued. **Click the Save and Next, or Exit button, to proceed.**

2. **Click on the W9 Form button** to complete the W9 and obtain a Statewide Financial System (SFS) ID through which all grant payments will be made. The W9 is a request of taxpayer identification number and certification.

3. **Complete all required fields** in the five sections of the W9 form.

- **Part I: Vendor Information.** Enter the Business name, entity type and exempt status.



- **Part II: Taxpayer Identification Number (TIN) and Taxpayer Identification Type.** Enter the TIN and select identification type, EIN, ITIN, SSN, or N/A.

- **Part III: Address.** Enter a Remittance Address for payment and an optional purchase ordering (PO) address, as well as an email address.

- **Part IV: Primary Contact.** Type in contact information, title, email, and phone.

Primary Contact Name: (Required)	Title: (Required)
<input type="text"/>	<input type="text"/>
Email Address: (Required) ⓘ	Phone Number: (Required)
<input type="text"/>	<input type="text"/>

- **Part V: Certification and Exemption from Backup Withholding.** Only check off one option, *I am subject to backup withholding*, or *I am not subject to backup withholding*. Certify the W9 form through signature and filling out the required fields.

**Part V: Certification and Exemption from Backup Withholding**


Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (TIN), and
2. I am a U.S. citizen or other U.S. person, and
3. (Check one only):

I am not subject to backup withholding. I am (a) exempt from back up withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, or (Required)

I am subject to backup withholding. I have been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, and I have not been notified by the IRS that I am no longer subject to back withholding. (Required)

Sign Here:

Signature (Required)	Title: (Required)	Date
<input type="text"/>	<input type="text"/>	04-06-2022 

Print Preparer's Name (Required)	Facility Phone Number (Required)	Email Address (Required) ⓘ
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Once **all required fields** have been completed on the W9 form, **click on the Submit** button. When the SFS ID is created you will receive an email with instructions on how to use your account and the select payment option.



5. **Click on the Save And Next** button to move ahead to Step 6.

